

REQUEST FOR A BUILDING PERMIT



HOMEOWNER'S APPLICATION

*New Construction – Additions, Alterations,
Wall, Fence, Demo, Stucco, Excavation & Grading*



RESOLUTION NO R2004-40

A RESOLUTION ESTABLISHING FEES TO BE ASSESSED FORM REVIEW ISSUANCE AND INSPECTIONS REGARDING A BUILDING PERMIT WITHIN THE MUNICIPAL BOUNDARIES

WHEREAS, the City of Gallup has adopted the New Mexico Building Code for building and structure construction, demolition and maintenance; and

WHEREAS, Ordinance No. C2004 - 40 requires the Gallup City Council to adopt a schedule of fees by resolution for the administration of the New Mexico Building Code; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GALLUP THAT:

The following schedule of building, plan check, zoning, and re – inspection fees will be used by the Planning office in the administration of Ordinance No. C2004 - 40

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$15.00
\$501.00 TO \$2,000.00	\$15.00 for the first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$45.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$252.50 for the first \$25,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,039.50 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$3,539 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
OTHER INSPECTIONS & FEES	
PLAN CHECK FEE	75% of building permit fee for new commercial construction
	55% of building permit fee for new commercial additions or remodeling with a building valuation not to exceed \$50,000.00.
	45% of building permit fee for all residential building permits
ZONING CHECK FEE	\$25.00 for ALL Commercial Permits
	\$15.00 for ALL Residential Permits
RE – INSPECTION FEE	\$25.00 per Re – Inspection

INTRODUCTION

Building inspections is a service provided to the public by the City of Gallup Planning Department; our office is located at:

110 W. Aztec Avenue / P.O. Box 1270
Gallup, NM 87301
Phone: (505) 863-1240 / Fax: (505) 722-5131

Office hours for issuing permits and answering questions are Monday through Friday:

8:00a.m. – 10:00 a.m.

1:00p.m. – 2:00 p.m.

4:30 p.m. – 5:00 p.m.

*****IMPORTANT: 24 Hour Notice is Required for Inspection Requests*****

The State of New Mexico provides plumbing, mechanical and electrical inspections. To schedule an appointment, please call: (505) 222 – 9813 or (877) 243 – 0979.

The following criteria are the basis for determining when an Electrical Plan Review is required by CID:

1. Residential projects with a 100 KVA (over 400-amp service) single phase or larger electrical service. A Professional Electrical Engineer is required to prepare and seal the drawing.
2. Commercial projects with a 100 KVA single phase, or 225 KVA (amperage size depends on voltage) three phase or larger electrical service. A Professional Electrical Engineer is required to prepare and seal drawings.
3. Commercial projects require an architectural or engineer seal by the CID Rules and Regulations. Single or multiple seals are required, depending on valuation and occupant load.
NOTE: Plan Review is not required if plans are exempt from professional seal requirement.

Criteria for determining when mechanical / plumbing plan review is required:

1. Plans, specifications and calculations stamped by a Mechanical Engineer licensed to practice in New Mexico may be required on mechanical permits of \$50,000.00 or more in value and or commercial buildings three stories and higher.

WHEN DO I NEED A BUILDING PERMIT?

Building permits are required for:

1. New Construction
2. Remodeling Work
3. Additions to a Structure
4. Alterations or Repairs to a Structure
5. Fences Greater than Four (4) Feet in Height
6. New Sidewalks and Access Cuts
7. Demolition Work
8. Excavation Work
9. Asphalt / Overlay
10. Stucco
11. Roof Overlay, Re-Roof and or Structural Roof Renovations

HOW DO I APPLY FOR A BUILDING PERMIT?

Complete a *Request for Building Permit* application, incomplete applications will not be accepted. Please read all of the information on the application and provide the applicable information indicated on the Building Permit Checklist (pages 8 & 9), and complete the Homeowners Responsibility section.

HOW SOON CAN I START WORK?

Work may be started after submitting for & securing an approved building permit through the City of Gallup Planning Department.

WHEN IS MY PROJECT INSPECTED?

You must call for an inspection at the following stages:

1. Footing / Foundation – prior to pouring concrete (reinforcement in place)
2. Concrete Slab / Under Floor – prior to pouring concrete. Be sure to call for plumbing and or electrical inspection(s) prior to footing & foundation.
3. Framing Inspection – after framing is completed prior to sheetrock. Plumbing top out, mechanical and electrical rough in inspections must be done prior to framing inspection.
4. After Lath / Gypsum Board – prior to stucco
5. Final Inspection – call for plumbing, mechanical and electrical final inspections prior to general construction final inspection.

NOTE: The City inspector will not conduct any general construction inspections until the plumbing, electrical and mechanical inspections have been passed.

Failure to obtain all required inspections will result in the permit becoming null and void.

WHAT ARE THE MOST COMMON PROBLEMS ENCOUNTERED DURING THE PERMIT / ENFORCEMENT PROCESS & HOW CAN I AVOID THEM?

1. Unlicensed contractors being used for work: there are numerous liability issues for the owner should something go wrong in this type of situation. Using a licensed contractor ensures the use of licensed journeymen as required by law.
2. The State International Construction codes, in addition to local codes and ordinances shall be utilized for all building permits issued.
3. Permit Cost: the fees are set by City Resolution. Payment is required for all permits. There is an additional charge for Plan Checking and a Zone Check Fee included with the Permit Fee.
4. Red Tagging; the Building Inspector will stop work when the project is not in compliance or no permit on a job. You'll avoid a work stoppage by complying with the appropriate codes. Any project that has been red tagged shall be assessed a "double fee" when a permit is acquired.
5. Zoning Ordinance: all permits must comply with the Zoning Ordinance. Call ahead to find out specific requirements and avoid disappointment.
6. Cancelled permit applications will require a written letter requesting the cancellation and the plan check fee will be assessed.

USEFUL PHONE NUMBERS:

CITY OF GALLUP:

Planning Department: (505) 863 – 1240

Fire Inspector: (505) 726 – 5448

Engineering Department: (505) 863 – 1290

Gallup Joint Utilities (GJU): (505) 863 – 1289

Electric Department

Water Department

Wastewater Department

Solid Waste Department

OTHER AGENCIES:

NM State Highway & Transportation Department (NMSHTD)

District VI: (505) 285 – 3206 / 1(800) 361 – 3596

New Mexico One Call (before you excavate): 811 / 1(800) 321 – 2537

New Mexico Asbestos Hotline: 1(800) 224 – 7009

McKinley County Assessor's Office: (505) 863 – 3032

Century Link: *Residential Customers* 1(800) 244 – 1111

New Mexico Gas Company: (888) NMGASCO / 1(888) 664 – 2726

Comcast: (505) 863-9334



REQUEST FOR A BUILDING PERMIT

PERMIT #: _____

ZONING: _____

1. **CONTRACTOR:** HOMEOWNER
2. **SITE ADDRESS:** _____ BLDG SQ. FT: _____
3. **PROPERTY OWNER'S NAME:** _____ **PHONE #:** _____
ADDRESS: _____ CITY/STATE/ZIP: _____
5. **LEGAL DESCRIPTION:** LOT(S) _____ BLK(S) _____ SUB. _____
6. **ARCH. / ENGINEER:** _____ **LIC #:** _____
ADDRESS: _____ CITY/STATE/ZIP: _____
PHONE #: _____ FAX#: _____ EMAIL: _____
7. **DESCRIPTION OF WORK (Check One):**
____ NEW CONSTRUCTION ____ ADDITION ____ ALTERATION / REPAIR ____ DEMOLITION
____ STUCCO ____ FENCE ____ OTHER: _____
8. **EXISTING USE OF BUILDING:** ____ RESIDENTIAL ____ OTHER: _____
9. **VALUATION:** (Total Cost of Construction Improvements) \$ _____

Depending on the nature of the project, building permit applications may require any of the following: 2 sets of plans & 1 pdf, a property survey, a scope of work, and or a list of materials. It is important to see our staff on what documents you will need to submit along with your permit application and all applications must have original signatures. Faxed and or scanned copies will not be accepted. *Please note property markers must be visible at all times.*

In order to review projects in a timely manner, all submitted plans must be a minimum of 18" x 24" up to the preferred size of 24" x 36". All Site Plans must be drafted to an engineer's scale; all Building Plans must be drafted to an architect's scale. Requests for building permits will require 5 working days to process residential permits. Plans that require revision(s) will be returned to the applicant and a new revised set will be required.

Every permit issued shall become invalid unless work authorized by such is commenced within 6 months after approved. **All inspections require a 24 hour notice from the permit holder or his / her agent. Field inspections will be conducted between 10:00 a.m. to 12:00 p.m. and from 2:00 to 4:30 p.m. It is unlawful to use, occupy or permit the use, or change the use of any premises until the Building Inspector has issued a Certificate of Occupancy or Completion.**

***** By signing this Homeowner's Building Permit application, I affirm that I am the legal property owner AND that I reside at the site address referenced above. [§14.5.2.18 NMAC] *****

Applicant's Name (Please Print)

Phone #

Signature

Date

GENERAL NOTES:

1. Plans and specifications must be kept at the building or worksite at all times while the authorized work is in progress.
2. City approved street and alley top of curb elevations, shall be used when establishing lot grades at front and rear property lines. Should these approved elevations not be used, the City assumes no responsibility for loss of access to property or damage to property line walls upon construction of street and alley curb-gutter paving.
3. Separate permits are required for plumbing, mechanical and electrical work.
4. The issuance of a building permit does not constitute the guarantee of water and sanitary sewer service. Such availability is determined by the Utilities Division.
5. For Foundation Permits ONLY: additional plans must be submitted for approval before plumbing or electrical work is started in building the slab. Include International Building Code construction type on submittal.

ZONING:

1. Zoning approval is given for a structure site exactly as specified on the plans. The front setback is measured from the lot line (property line), which is not necessarily the curb or the edge of the sidewalk.
2. Around the perimeter of the off-street parking areas, wheel stops, curb or some similar barrier shall be installed at the ends of parking spaces.
3. Sidewalk, curb and gutter are required for all new construction and built to city standard drawings.

TERRAIN MANAGEMENT:

1. A storm drainage plan shall be submitted and approved by the City Engineer prior to the issuance of a building permit. This requirement may be waived by the City Engineer for residential development that contains an area less than one (1) acre after a determination is made that a storm drainage plan is not necessary in order to carry out the intent of this section.

INTERNATIONAL BUILDING CODES:

1. The New Mexico State International and local codes shall be utilized for all building permits issued.
2. Water conserving fixtures are required in all construction.
3. Commercial projects require an architectural or engineer seal by the CID Rules and Regulations. Single or multiple seals are required, depending on valuation and occupant load. **NOTE:** Plan Review is not required if plans are exempt from professional seal requirement.

PUBLIC SAFETY DIVISION:

1. The Architect shall determine an occupancy classification for and identify the intended use of each structure.
2. All hazardous materials and or chemicals used or stored on site shall be reported to the Fire Inspection Department prior to issuance of the Certificate of Occupancy.
3. Design plans for all fire protection and alarm systems, as required by the National Fire Code, shall be submitted for review to the Fire Inspector prior to installation.

BUILDING PERMIT CHECKLIST

Property Owner Name: _____

Construction Address: _____

Description of Work (check one):

- _____ New Residential – Go to Section I
- _____ Residential Remodel – Go to Section II
- _____ Demolition Permit – Go to Section III
- _____ Excavation Permit – Go to Section IV
- _____ Other – Go to Section V

This form will assist you in determining what construction plans and information must be submitted along with your application for a building permit.

The Planning Department will NOT accept an incomplete application. Refer to Section 10-4M-2 of the Land Development Standards to determine whether a building permit is required.

NOTE: All construction, regardless of construction type, fronting along a State Highway shall contact the New Mexico State Highway Transportation Department (NMSHTD) to determine the permit requirements for work along a Highway Right-of-Way. The final inspection and Certificate of Occupancy may be held up, if all NMSHTD requirements and inspections have not been met.

SECTION I – New Residential (including additions)

1. A site or plot plan (drawn to scale) containing the following information:
 - Title of the project, its date, scale and north arrow, illustrating access and traffic flow, off-street parking and vicinity map
 - Location of residential dwelling with actual set backs from each property line
 - Off-street parking area
 - Design and location of access cut
 - Location of curb, gutter and sidewalks
 - Landscaping
 - Street names on all frontages
2. A utility site or plot plan containing:
 - Location of existing utilities main lines, services and appurtenances
 - Water meter location and size
 - Sewer main and manhole location
 - Electrical service entrance location
 - Electrical service size and voltage
3. Building floor plan and elevations drawn to scale
 - Floor framing plan
 - Roof framing plan
 - Foundation plan
4. Storm drainage and grading plan.
5. Plans requiring revision will be returned & a new revised set will be required.

SECTION II – Residential Remodel (Interior / Exterior)

1. Building floor areas and elevations drawn to scale
2. Location of curb, gutter and sidewalks
3. A utility site or plot plan containing:
 - Size and location of exiting utilities services and proposed connection points
 - Electrical service entrance location
 - Electrical service size and voltage
4. Plans requiring revision will be returned & a new revised set will be required.

SECTION III – Demolition Permit

1. Complete written scope of work
2. Traffic control plan (if street is to be closed)
3. Dust and debris control plan

NOTE: No dumping is permitted within City or County boundaries.
Debris must be deposited at an approved dumping site.

SECTION IV – Excavations / Grading (on – site)

1. A site or plot plan (drawn to scale) containing the following information:
 - Title of project, its date, scale and north arrow, illustrating access and traffic flow, off-street parking and vicinity map
 - Design and location of access cut
 - Location of access, curb, gutter and sidewalks
 - Grading and drainage plan with calculations performed and stamped by a professional NM Engineer
 - Sewer construction permits are required prior to performing work on city sewer mains or city manholes
 - **NOTE:** BEFORE you excavate be sure to call New Mexico One Call 811 or (800) 321 - ALER

SECTION V – Other Types of Permits

1. Fence
 - A site plan / survey (drawn to scale) showing location of fence
 - List of fence materials
 - A detailed plan showing fence height, length, & footing details
2. Stucco
 - Complete and submit application
3. Re-Roofing – *Please complete an application for Request for Re-Roof Permit.*



CITY OF GALLUP PLANNING & ZONING DEPARTMENT

HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

A Homeowner's Permit carries serious responsibilities and is not appropriate for everyone. Please read each of the following statements. If you agree with a statement and your answer to it is "yes", then circle the appropriate box. If you do not answer, "yes" to every statement, you should **seriously reconsider** applying for a Homeowner's Permit.

After marking each item and signing this form in the presence of a **Notary Public**, you are required to submit this checklist with your Building Permit application package. This signed checklist will be kept on record with the permit application as proof of your assumption of the risks and liabilities associated with a Homeowner's Permit.

SELECT FROM THE FOLLOWING:

- ☐ I plan to build a single-family home that will be owned and occupied by myself.
☐ I plan to alter, repair and or make improvements to a home owned and occupied by me.
☐ I plan to build or improve a free-standing storage building 200 sq. ft. or more located on my residential property.
☐ I plan to erect a privacy fence located on my residential property.

Yes	No	I understand I must apply for my Homeowner's Permit by myself and cannot delegate this task to anyone.
Yes	No	I am familiar with the construction process and know enough about building to be my own homeowner-builder.
Yes	No	I am familiar with the New Mexico Building Code, the Construction Industries Licensing Act, the Construction Industries Division Rules & Regulations, and the building requirements of the City of Gallup.
Yes	No	I will comply with all applicable building codes and requirements.
Yes	No	I will call for inspections at appropriate times and will make my premises accessible to the inspector.
Yes	No	I understand that a re-inspection and a re-inspection fee will be required if any work does not meet code and /or I call for an inspection when the work is not ready and/or the work to be inspected is not accessible to the inspector.
Yes	No	I understand that by taking out a Homeowner's Permit, I am acting as my own homeowner-builder.
Yes	No	I understand that, as the homeowner-builder, I can hire subcontractor(s) to perform all or any portion of the work. Licensed subcontractors will be held responsible for their work, which also must be permitted separately.
Yes	No	I understand that before I hire any subcontractor, I must verify with the Construction Industries Division that he/she is duly licensed in New Mexico to perform the type of work for which I intend to hire him.
Yes	No	I understand that, as the homeowner-builder, I may physically do the work myself and/or hire employees.
Yes	No	If I hire anyone (besides a licensed subcontractor) to assist me in building, altering or repairing, I understand that person will be my employee and under my direction.
Yes	No	I will pay hourly wages to my employee(s) and will offer no other form of compensation.
Yes	No	If I hire any employee(s), I understand I must have, or must secure, my own State and federal employer tax numbers.
Yes	No	I will make my State and federal employer tax numbers available to the Building Inspector upon request.
Yes	No	I will withhold all required State and federal taxes, Social Security, etc. from the wages I pay to my employee(s).
Yes	No	I will make my payroll records available to my inspector upon his request.
Yes	No	I understand that I must carry Workers' Compensation insurance if I employ a total of three or more persons (not including subcontractors I understand that if I have less than three employees, I may carry Workers' Compensation insurance but am not required to do so.
Yes	No	I understand that if I do not carry Workers' Compensation insurance, I may be financially responsible if any of my employees are injured while working on my premises. This financial liability will include employee(s) for whom I was not required to carry Workers' Compensation insurance.



CITY OF GALLUP PLANNING & ZONING DEPARTMENT

HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING

Yes	No	If I hire a subcontractor and he does not carry Workers' Compensation, I understand I may be financially responsible if any of his workers are injured while working on my premises.
Yes	No	If I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, I understand such person will be my employee, and I will pay him hourly wages and no other form of compensation.
Yes	No	If I hire a "construction manager" or "superintendent" or "foreman" to oversee my work, I understand that, as the homeowner-builder, I am still the responsible party for compliance with all building codes and construction requirements and for the quality and completion of all contracting work performed under my Homeowner's Permit by my subcontractor(s), employee(s), and me.
Yes	No	If I hire a GB-2 or GB-98 licensed contractor to supervise my work, I must void my Homeowner's Permit. The licensed contractor must permit the project under his own license.
Yes	No	I understand that if I do not want to be responsible for the quality and completion of all work on my home and for compliance with all building codes and construction requirements, I should not obtain a Homeowner's Permit. Rather, I should hire a licensed general contractor to take over those responsibilities.
Yes	No	If I am building my own home and during the process of building, I decide not to own and/or occupy the home when it is completed, I understand I am no longer eligible for a Homeowner's Permit. At that time, I will immediately cancel my Homeowner's Permit and hire a licensed general contractor to complete the work.
Yes	No	I understand my Homeowner's Permit is only for general construction building. Any electrical, mechanical or plumbing work must be permitted separately.
Yes	No	I understand electrical and/or a properly licensed contractor must perform plumbing work unless I have demonstrated my ability to do such work by passing a homeowner's examination administered by the electrical or plumbing inspector for the jurisdiction in which I am building my home. This includes: (1) Having my submitted plans approved and (2) obtaining all required permits and calling for all required inspections.
Yes	No	I understand that, under no circumstances, can I perform HVAC or natural gas work under my Homeowner's Permit, and I must hire an appropriately licensed subcontractor who will obtain his own permit for performing such work.
Yes	No	I understand that if I hire a subcontractor to do the electrical and/or plumbing work, that subcontractor must obtain his own permit for his portion of the work.
Yes	No	I understand that if I do not cure any cited code violation within ninety (90) days, I am subject to violations and penalties as defined in the Municipal Code.
Yes	No	I understand that if I fail to call for a final inspection, I am subject to violations and penalties as defined in the Municipal Code.
Yes	No	I understand that I must call for and pass all required inspections, including a final Inspection, in order to obtain a Certificate of Occupancy.
Yes	No	I understand the law requires I may not occupy my home (or addition to my home) until a Certificate of Occupancy has been issued; by my general construction inspector.
Yes	No	I understand that if I disregard the law and occupy my home (or addition) prior to final inspection, no Certificate of Occupancy will be issued to me after final inspection or at any time in the future.
Yes	No	I understand that I may have difficulty in closing on a construction loan, refinancing my home or selling my home in the future if I do not follow all laws and procedures and obtain a Certificate of Occupancy.
Yes	No	I understand the Certificate of Occupancy will clearly state my home (or addition) was built under a Homeowner's Permit.
Yes	No	I understand that I will have limited remedies available to me through the Construction Industries Division and/or the Construction Industries Commission or the City of Gallup because I have assumed the responsibilities for this project that would have normally been assumed by a licensed general contractor.



**CITY OF GALLUP
PLANNING & ZONING DEPARTMENT**

**HOMEOWNER'S RESPONSIBILITIES FOR ANY TYPE OF ALTERATION
OR CONSTRUCTION MADE TO A RESIDENTIAL BUILDING**

I, _____, certify that I have read the aforementioned statements and understand the requirements and responsibilities that accompany a Homeowner's Permit. I agree to be bound by all applicable codes, law, rules, regulations, requirements and responsibilities. I understand I cannot perform any electrical, mechanical or plumbing work under this permit. If I hire a licensed contractor to do any portion of this project; the contractor will apply for his own permit for this portion of the work. **Furthermore, per New Mexico statute (§14.5.2.18 A. Homeowner's Permit) I understand and affirm that by applying for a homeowner's permit, it may not be used to cover construction of any structure, or installations within any structure, or construction of part of a structure, where the homeowner will not personally reside.**

Signature of Homeowner

(Homeowner Signature must be signed before a notary witness)

State of New Mexico

County of _____

This instrument was acknowledged before me on the _____ of _____, 20 _____

by _____.

[SEAL]

Signature of Notarial Officer

My Commission Expires: _____

***NOTE: This signed copy is to be attached to the Homeowner's Permit application.
A photocopy is to be given to the homeowner named above.***